



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

ENGINEERING PROJECT MANAGER

OPEN (Job Code 122080030)

CAREER OPPORTUNITY

The Las Vegas City Employees Association is the exclusive representative for eligible employees relative to collective bargaining.

OPENING DATE: March 6, 2012 at 7 a.m.
FILING DEADLINE: March 21, 2012 at 4:30 p.m.

Current Monthly Starting Salary: \$6,856.70

Please attach your SUPPLEMENTAL ASSESSMENT to your application.

The purpose of this recruitment effort is to establish an eligible list for future job openings.

JOB SUMMARY: This position coordinates, manages and administers various city engineering programs and projects; prepares and administers the city's five-year capital improvement program; coordinates programs and projects with other city departments and outside agencies; and provides highly responsible staff assistance to the assigned division manager or section supervisor.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Bachelor's degree from an accredited college or university with a major in civil engineering, or a field closely related to the essential functions. May substitute combination of equivalent education and experience. The city assesses 1.5 years of fulltime related experience as equivalent to one year of education.
- One year of professional (post-license) civil engineering experience in one or more of the following areas, depending on assignment: sanitary sewer planning, transportation planning, roadway planning, design, flood control engineering or traffic engineering.

LICENSE AND CERTIFICATE:

- Possession of a valid certificate of registration as a licensed civil engineer in any state on the date of application, and acquisition of certificate as a licensed civil engineer in the state of Nevada within six months of the date of appointment, and maintenance thereafter.
- For Traffic Engineering assignments: Possession of a Professional Traffic Operations Engineer certification from the Transportation Professional Certification Board, Inc., is desirable.

SEE REVERSE FOR MORE INFORMATION

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WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the First Floor of City Hall, 495 S. Main Street, Las Vegas, NV 89101. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

TYPE OF EXAMINATION: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. The supplemental assessment is the examination and must be worked on individually by the applicant only. Falsification of information may result in disqualification from a recruitment or removal from a City position. Additional information will not be accepted after the closing date. **The Training and Experience supplemental assessment of all qualified applicants will be reviewed for placement on an eligible list.**

NOTIFICATION OF TEST SCORE FOR T & E: Your test results will be available online at the following web address, www.LasVegasNevada.gov. Because the testing method for this recruitment is the scoring of the Training and Experience supplemental assessment, scores will be available to view online ten (10) working days after the filing deadline and will be available online for five (5) business days. Your score and group will be posted on the bulletin board outside of the Human Resources office for five (5) business days. Scores are posted using the last four digits of your social security number.

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, **and may be required to demonstrate the ability to perform the physical requirements of the job.**" Some positions may require preliminary background checks.

The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Recruitment & Employment Services Division at (702) 229-6315.



City of Las Vegas

ENGINEERING PROJECT MANAGER

Supplemental Assessment

(ATTACH TO APPLICATION)

DIRECTIONS TO APPLICANT:

The City of Las Vegas Department of Human Resources appreciates your interest in this position. To better assist us with our selection process, we are requiring the completion of this supplemental assessment. The supplemental assessment is a tool by which we will evaluate your work experience, as it relates to this position.

This assessment will be scored and used to determine your placement on the eligibility list(s) for consideration for this position. We will be unable to give you further consideration if any part of the application or supplemental assessment form is incomplete. We appreciate your cooperation in assisting us with this process. The information provided should be consistent with the information in your employment application and is subject to verification.

PLEASE NOTE: Falsification of any information on this assessment will be grounds for immediate disqualification for consideration and/or termination from employment.

I certify under penalty of perjury that all statements and answers contained on this assessment are true.

Signature: _____

Name (Please Print): _____

Social Security Number: _____

Date: _____

On a separate sheet paper, please provide complete, concise information to describe your professional experience in each area. Describe your experience in sufficient detail so that we can determine not only your tasks, but the level of responsibility.

EACH sheet of paper should contain the following information in the TOP LEFT corner of the page: your first and last name, your social security number, the position for which you are applying, and the number of the question you are answering. For example:

Joe Smith
000-00-0000
Engineering Project Manager
Question 1

DO NOT SUBMIT MORE THAN 2 PAGES PER QUESTION.

1. Describe your engineering and project management experience in **any** of the following areas: Land Development, Engineering Design, Roadway Planning, Flood Control, Traffic, and/or Environmental.
2. Describe your experience as it relates to infrastructure master planning, neighborhood studies and pre-design studies, including any technical studies. Also, include any experience in budgeting, cost estimating, and management of capital improvement programs.
3. Describe the GIS and civil engineering software you are familiar with and skill level. Include how the software was used and on what projects.
4. Describe your professional experience supervising a civil engineering team and managing consultant engineering contracts.
5. Describe your experience presenting information to citizens and public bodies; responding to and resolving difficult and sensitive citizen inquiries; and responding to contractor complaints and/or claims.